



City of Rockville · Department of Recreation and Parks

2004 Rockville Arts & Music Festival Registration Form

Saturday, September 18 • 11 a.m. - 7 p.m. • Rockville Town Center

Name _____ Phone _____ Tax ID # _____

Business Name _____ Fax _____

Address _____ City _____ State _____ ZIP _____

Email Address _____ Website _____

Media/Category (*please check only one!*)

<input type="checkbox"/> Textiles	<input type="checkbox"/> Glass	<input type="checkbox"/> Wood
<input type="checkbox"/> Jewelry	<input type="checkbox"/> FineArts/Graphics	<input type="checkbox"/> Leather
<input type="checkbox"/> Pottery	<input type="checkbox"/> Metal	
<input type="checkbox"/> Photography	<input type="checkbox"/> Other (<i>please describe</i>) _____	

Please list all items you would like to sell if accepted: _____

Arts Festival Rates

QUANTITY	ITEM	COST	SUB-TOTAL
_____	Outdoor 10x10 tent space	\$100	_____
_____	Outdoor Corner 10x10 tent space (<i>Corner spaces are not guaranteed</i>)	\$100	_____
_____	20 amp Electric Circuit (<i>No orders for electric will be accepted on day of event</i>)	\$25 per booth	_____
	TOTAL		_____

Please Enclose along with Registration Form:

- Please include 2 slides/photographs of arts or crafts and 2 slides/photographs of festival display.
- A professional, detailed diagram of your proposed booth display. This is as important as your slides.
- Please **DO NOT** send a check at this time.

Deadline for sending in registrations is August 27, 2004.

Mailing address: City of Rockville, Special Events, 111 Maryland Ave., Rockville, MD 20850
Please send a check only **when you have received** an acceptance letter.

I hereby apply to participate as a special event arts vendor in the City of Rockville. I agree to hold harmless the City of Rockville for any injury to myself or my employees or damage to my property including theft, or any property of my agents or employees. I further agree that I am responsible for all damage to persons or property that may result from my fault or negligence or the fault or negligence of my agents or employees, and further agree to indemnify and hold harmless the City of Rockville from any loss, damage, or claim incurred by the City by reason of my fault or negligence or fault of my agents or employees. I agree to adhere to all the rules and regulations listed in the Conditions of the Show. I further agree to comply with any regulations or requirements that have been or may be imposed by the City of Rockville.

Signature _____ Date _____



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2004 Rockville Arts & Music Festival Terms and Conditions

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CONDITIONS OF THE SHOW

- Rockville Arts and Music Festival is a open-air event that will go on rain or shine. Exhibitors are expected to be present rain or shine.
- This is a juried art show. Please do not send payment until you receive an acceptance letter.
- No refunds will be given.
- Corner spaces are not guaranteed.
- Vendors must stay for the entire length of the show.
- No vehicle access to the site during event hours.
- Specific times are set-aside for Load-in and Load-out.
 - Load-in is on Saturday from 8 a.m. to 10 a.m. Vehicles will need to clear the event site by 10 a.m. on Saturday.
 - Vehicles will be allowed back on-site from 7-9 p.m. on Saturday evening.
- No vehicle access to the site for load-out until the City Supervisor Festival gives authorization.
- Exhibitors may only sell items between the hours of 11 a.m.-7 p.m. on Saturday.
- Failure to follow Load-in and Load-out rules will result in the exhibitor being asked to leave the site.
- The City of Rockville will make every effort to keep the exhibitor's displays and goods safe, the City of Rockville is in no way responsible for any stolen goods.
- The City will provide each exhibition with 10' x 10' tents, 1 table and 2 chairs.
- Exhibitors are responsible for providing their own extension cords.
- All work must be original and completely finished. No imports, kits, items made from kits, items made using commercial patterns of commercial molds, items assembled from pre-manufactured components, unfinished work, items made from elephant or white ivory, embellished items, commercial T-shirts, commercial sweats, or art and craft supplies may be displayed or sold.
- All arts items displayed must be for sale.
- The exhibitor's booth must be open and staffed during all regular show hours.
- Exhibitors must abide by local fire regulations and/or decisions of the representatives of local fire departments. All booth materials shall be in accordance with local fire regulations.
- Exhibitor's booth must not interfere with adjacent exhibits in any way.
- Exhibitors must keep their exhibits within their 10x10 space.
- All exhibits should respect the overall family-oriented theme of the show.
- Exhibitors are not to bring alcohol to the show.
- Exhibitors are not to bring pets to the show.
- All exhibitors are responsible for keeping their area clean during show hours, including clean up at end of show. All displays should be neat and clean and tables should be covered on all sides to the floor with a suitable, professional-looking cover of flame retardant materials.
- No open flames are permitted.
- All work must be designed and produced by the accepted artist.
- Artists must be present with their work for the entire day of the festival.
- The artists must adhere to the sales tax laws of the state of Maryland. Maryland sales tax forms must be displayed in your booth.
- Artists may only show work in the categories approved by the jury.
- Two or more artists sharing a booth must submit separate applications, photographs and application fees. Each artist must be present for the duration of the show.
- Booth designs must be professional looking and create a gallery experience. All displays within booths must be secure in the wind.
- Booth designs must incorporate freestanding back and side displays. Sturdy back and side displays are a must. No storage may be visible.
- Booth Sitters will be available during the show but exhibitors may not be absent from their booth for more than 10 minutes.

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- Exhibits may only show work typified by photographs/slides.
- Exhibitor's booth must have a suitable backdrop to block the view of walls, storage areas or other exhibitor's booths. All of exhibitor's booth and display, including chairs, must be placed within the confines of the space. Nothing is to be placed in the aisles.
- City of Rockville reserves the right to revoke the license granted by this contract at any time, including at the show, by refunding the space fees paid by the exhibitor. City of Rockville will not be liable for paying any travel expenses, lost revenue or any other liability whatsoever beyond the space fees paid by the exhibitor as a result of enforcing this provision.
- All exhibits, goods and materials must be removed by 9pm. Failure to have everything off site by this time may result in extra charges.
- Nothing shall be nailed, stapled or otherwise fixed to the walls, floors or any part of the exhibition tents.
- Exhibitors and their helpers must exhibit professional behavior at all times while on the show site. City of Rockville reserves the right, in its sole discretion, to determine what constitutes professional behavior. Violation of this rule may result in the exhibitor, their helpers and exhibits being excluded from the show site with no refund or allowance whatsoever.
- Exhibitors may not sublet or apportion space to anyone else.
- City of Rockville will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the tent in which the show is to be produced, being, before, or during the show destroyed by fire or other calamity, or by any act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any cause beyond control.
- Insurance, if desired by the exhibitors, must be obtained by them at their own cost.
- Exhibitors shall be liable for delivery, handling, erection, and removal of their own displays and materials.
- City of Rockville may require the removal of work considered to be in violation of these conditions and reserves the right to make final interpretation of all conditions.
- If any sections, sentence, clause, phrase or portion of this licensing application/contract is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions.
- This contract shall be deemed to have been made in the State of Maryland and shall be interpreted in accordance with the laws of such state. In the event that legal action is required to enforce this contract or any of the terms thereof, such action shall be brought in the Courts of Montgomery County, Maryland, and the Exhibitor expressly consents to the jurisdiction of such courts. The parties agree to accept service to process in such action by ordinary mail sent to their business addresses as set forth in this contract.
- This contract constitutes the entire agreement between City of Rockville and the Exhibitor and no modification shall be valid unless in writing and signed by the parties or their representatives.